

**MINUTES OF THE CITY OF CARLSBAD BUDGET COMMITTEE
BOARD MEETING HELD ON
FRIDAY, APRIL 22, 2016 AT 2:00 P.M.
IN THE CITY COUNCIL CHAMBERS AT THE MUNICIPAL BUILDING,
101 N. HALAGUENO, CARLSBAD, NM**

Voting Members Present: Dick Doss Chairman/City Councilor
Wes Carter City Councilor
J.R. Doporto City Councilor
Janell Whitlock City Councilor

Absent: None

Also Present: Steve McCutcheon City Administrator
Stephanie Shumsky Deputy City Administrator
LaVelta Jenkins City Treasurer
Sandy Gonzalez Budget Manager
Steve Hendley Director-Sports & Recreation
Ed Fierro Fierro & Fierro, P.A.

00:00:00 1. CALL TO ORDER

Chairman Doss called the meeting to order

00:00:00 2. ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM

City Administrator, Steve McCutcheon, called roll and it was determined that there was a Quorum of the Voting Members.

Present: Chairman Dick Doss, Councilor Wes Carter, Councilor J.R. Doporto, and Councilor Janell Whitlock

Absent: None

00:00:00 3. APPROVAL OF AGENDA

The motion was made by Councilor Carter and seconded by Councilor Doporto to approve the April 8, 2016 Budget Committee Special Meeting Agenda.

The Vote was as follows: Yes: Carter, Doss, Doporto and Whitlock

No: None Absent: None

00:00:00 4. CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE SPECIAL MEETING HELD ON APRIL 8, 2016

The motion was made by Councilor Carter and seconded by Councilor Doporto to approve the minutes of the Budget Committee Special Meeting held on April 8, 2016.

The Vote was as follows: Yes: Carter, Doss, Doporto and Whitlock

No: None Absent:

(Recording Started)

00:00:44 5. CONSIDER APPROVAL OF BUDGET ADJUSTMENTS FISCAL YEAR 2015-2016

Steve McCutcheon and Sandy Gonzalez presented the Budget Adjustments for the FY2015-2016.

- General Fund-Increase to Operating Amount in Facility Maintenance to treat the walls at the Reintegration Center for mold \$40,000
- Fire Protection Fund-Transfer out of Capital Amount the beginning year NMFA reserve to loan fund \$30
- Lodgers' Tax-Increase to Operating Amount for promotional expense for the MainStreet Cavernfest \$6,550
- Street Improvement Fund-Increase to Revenue Amount & Capital Amount for the plan, design and construction of the Old Cavern Highway project \$150,000
- Street Improvement Fund-Increase to Revenue Amount & Capital Amount for the plan, design and construction of the Ligon Road project \$50,000
- Water & Sewer Fund-Increase to Revenue Amount & Capital Amount for NMFA Water Trust Board Loan for construction of Wastewater Effluent Reuse Phase 5-A project \$2,500,000
- Water & Sewer Fund-Transfer out to NMFA Enterprise Water & Sewer for 1st payment due June 2016 \$10,828
- NMFA Loan-Governmental-Transfer in from Fire Protection Fund \$30
- NMFA Loan-Enterprise Water & Sewer Fund for 1st payment due June 2016 \$10,828

The motion was made by Councilor Carter and seconded by Councilor Doporto to approve the Budget Adjustments Fiscal Year 2015-2016

The Vote was as follows: Yes: Carter, Doss, Doporto and Whitlock

No: None Absent:

00:06:32 6. REVIEW & DISCUSS FISCAL YEAR 2016-2017 BUDGET

Mr. McCutcheon explained that the departments have presented their budget requests to Stephanie Shumsky and Sandy Gonzalez for FY 2016-2017. The department budget requests for FY 2016-2017 are currently at \$55,371,034. These are preliminary requests and do not include the administrations recommendations. Mr. McCutcheon explained that himself, Ms. Shumsky, Ms. Gonzalez and Ed Fierro have been going through the department requests and making their recommendations. The administration budget request for FY 2016-2017 is currently at \$42,430,664. Mr. Fierro would like to have the Net Revenues/Expenditures under the administration recommendation to balance to as close to a zero balance as possible. It is currently recommended at \$-1,269,408.

Mr. McCutcheon presented the FY 2016-2017 New Personnel Requests. The departments are requesting 26 new positions. The administration has recommended 1 new position, a mechanic in the Transit department, dependent upon grant funding.

Mr. McCutcheon presented the FY 2016-2017 Changes to Existing Personnel Requests. The administration has recommended:

- Finance Department-upgrade from PT Account Clerk I to a full time Account Clerk II
- Street Department-Full vehicle allowance for the Deputy Director

Mr. Fierro provided the FY 2016-2017 Non Budgeted Vacant Positions. He stated that these are current positions that are not currently filled or budgeted for FY 2016-2017. Ms. Gonzalez emphasized that these are not all the current vacant positions; these are the positions that will not be funded for the upcoming fiscal year.

Mr. Fierro provided the FY 2016-2017 Reduced Overtime Hours. He recommended that all departments reduce their overtime.

Mr. Fierro presented the FY 2016-2017 Vehicle Requests. The departments are requesting a total of 23 vehicles. The administration has recommended 10 of those vehicles.

Mr. Fierro provided Budget Worksheets for the Capital Outlay for FY 2016-2017.

Mr. Fierro presented the FY 2016-2017 Outside Agency Requests. The administration made the following recommendations:

- Chamber of Commerce Retirement Council requested \$58,000, administration recommended \$50,000
- Carlsbad Department of Development requested \$365,000, administration recommended \$215,000
- Southeast NM Community Action Corp requested \$15,000, administration recommended \$9,000
- SENMEDD requested \$7,641, administration recommended \$7,641
- Carlsbad Community Coalition requested \$39,880, administration recommended \$25,000

- Carlsbad MainStreet requested \$18,000, administration recommended \$15,000
- Carlsbad Transitional Housing & Homeless Shelter requested \$49,700, administration recommended \$15,000

Mr. Fierro explained that the SENMEDD amount was not reduced because that is a contract price for the services they provide to the City.

No Action Needed

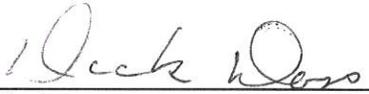
Mr. McCutcheon recommended the next meeting to be held on Monday, May 9 at 8:00 am.

01:11:47 7. ADJOURN

The motion was made by Councilor Whitlock and seconded by Councilor Carter to Adjourn.

The Vote was as follows: Yes: Carter, Doporto, Doss, and Whitlock

No: None, Absent: None



Chairman